

# Checklist for DBA name change

Investigator \_\_\_\_\_

DBA name and address \_\_\_\_\_

Date application assigned \_\_\_\_\_ Date case completed \_\_\_\_\_

*The following requirements will be completed by the investigator working on your case*

\_\_\_\_ **Investigator requirement** – Verification that the business does have a current liquor license (**attach a copy**)

\_\_\_\_ **Investigator requirement** – Verification of a new expiration date based on the new DBA name

\_\_\_\_ **Investigator requirement** – Verification that the licensee has paid for the pro-rated license prior to issuance

\_\_\_\_ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

*All of the following information listed below must be submitted by the applicant*

Have   Need

\_\_\_\_          Liquor license application – **must be signed. Form provided by the Regulated Industries Division**  
([http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /](http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/))

\_\_\_\_          Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division**  
([http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /](http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/))

\_\_\_\_          Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2925

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have   Need

\_\_\_\_          A copy of the health permit (must be from the DBA applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247

\_\_\_\_          A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100

\_\_\_\_          All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2574